



OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. FRN 18-047

**TO : DEANS, DIRECTORS AND HEADS OF UNITS
ALL FACULTY**

**FROM : 
FIDEL R. NEMENZO, D.Sc.,
Vice Chancellor for Research and Development**

SUBJECT: Call for Submission of ELC Applications, Second Semester A.Y.2018-2019

DATE : 28 November 2018

We are now accepting applications for Extension Load Credit (ELC) for the 2nd Semester AY 2018-2019. The deadline for submission of applications is Friday, 25 January 2019. We encourage more faculty members to apply for this coming semester and devote time for extension work.

In connection with this, please take note of the following reminders:

- a) Extension Load Credit guidelines and application forms may be downloaded from the OVCRD website: <http://www.ovcrd.upd.edu.ph/grants/extension-load-credits/>
- b) Applicants should submit their fully accomplished ELC forms with signatures to the OVCRD through the Office of Extension Coordination (OEC) not later than the deadline.
- c) Faculty members with approved ELCs in the previous semester must also submit their progress or final report endorsed by their College/Unit.
- d) Applications from Colleges/Units that have not submitted their detailed guidelines for assigning ELC and their updated extension agenda for AY 2018-2019 or from faculty members with overdue reports will be returned unprocessed.

For further inquiries, please call Mr. Jayceel Novio at telefax 2859613 or VoIP 981-8500 local 2621, or email to oeo.upd@gmail.com.

We look forward to receiving your ELC applications.

Thank you.

**Enclosed: Annex A. ELC General Guidelines
Annex B. ELC Application Form (Revised July 2018)**

**cc: Chancellor Michael L. Tan, Ph.D.
Vice-Chancellor for Academic Affairs Evangeline C. Amor, Ph.D.**